

Bolton Volunteer Co-ordinators' Forum

Chair of the Forum Role Description

Role Description:

1. To chair meetings of the Bolton Volunteer Co-ordinators' Forum per year (a minimum of four meetings, maximum of six meetings will be held).
2. To facilitate the meetings by chairing effectively, such as welcoming all to the meeting, ensuring everyone's views are heard and keeping the meeting to time.
3. To use methods for stimulating creative and effective discussions utilising the skills of the participants involved in the meeting.
4. Work with the Volunteer and Development Services Lead to develop agenda ideas.

Person Specification:

- You will be a member of a voluntary or community group that is based in Bolton and have an interest in issues affecting the voluntary and community sector in Bolton.
- You will commit to attending all meetings of the Bolton Volunteer Co-ordinators Forum.
- You will have experience of facilitating meetings so that all attendees are able to make their voice heard.
- You will have direct experience of co-ordinating volunteers and promoting good practice.
- You will have good people skills, tact and diplomacy and impartiality in your role as a Chair.
- You will undertake any appropriate training as required.